

1. Systems: Public libraries should investigate possibilities of improving service through cooperation or affiliation with other libraries in the State system. This system can combine existing and potential library resources in a pattern appropriate to the area.
2. Hours: Each library in a system should have a regular schedule of hours, remaining open at least 30 hours per week with some morning, afternoon and evening hours, arranged according to community needs. The only valid basis for selecting specific hours and days is potential maximum public use.
3. Size of Collections: There should be at least 100,000 volumes of currently useful material available to the library. Most North Carolina public libraries currently average less than one book per capita. Each library should plan for the systematic increase of its collection to two books per capita.
4. New Titles: A library should select and add 500 to 1,000 new titles annually. Duplicate copies should be added according to the usefulness of the material and the current demand for specific titles by the population demand.
5. Periodicals: Libraries should subscribe to a minimum of 30 periodical titles. Periodical literature provides important information not otherwise available. Tables of reference value should be retained as long as useful. Adequate periodical indexes are essential for utilization of the periodical collection.
6. Withdrawals: Systematic removal of materials no longer useful is essential in maintaining the quality of the library's resources.
7. Personnel Policies: The library should have written personnel policies including educational and personnel requirements, duties for each position, and conditions of employment.
8. Size of Staff: The ratio of staff to the number of people residing in the area served should be one full-time staff member for every 5,000 people. One-third of the staff should be certified by the North Carolina Library Certification Board.
9. Professional Services: Each library system should have the services of certified librarians responsible for each of the following library services: